

	EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY	Operations Order 1.6.02
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1. **PURPOSE STATEMENT**

- A. Discrimination, harassment, or retaliation in the workplace will not be tolerated.
- B. All individuals will be provided a work environment where they are treated with respect and dignity.
 - Every individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and retaliation.

2. **ADMINISTRATIVE REGULATION (AR) 2.35, EQUAL OPPORTUNITY POLICY: ANTI-DISCRIMINATION, HARASSMENT, AND RETALIATION**

- Employees will adhere to AR 2.35, Equal Opportunity Policy: Anti-Discrimination, Harassment, and Retaliation, which ensures all employees can work in an environment free from discrimination, harassment, and retaliation.

3. **SUPERVISOR RESPONSIBILITIES** - The below requirements apply even if an employee requests the matter to be held in confidence and/or expresses/implies they do not want the matter to be investigated/reviewed.

- A. **Anytime** inappropriate behavior may be perceived as prohibited by AR 2.35, Equal Opportunity Policy: Anti-Discrimination, Harassment, and Retaliation, supervisors have a duty to report and must:
 - (1) Immediately intervene if applicable.
 - (2) Immediately contact the Professional Standards Bureau (PSB) to report the incident, evaluate the situation, and decide on a proper course of action in accordance with AR 2.35.
 - PSB is the coordination point for the Department regarding complaints of EEO/AR 2.35 violations and will notify the subject employee's commander/administrator of the incident to ensure any inappropriate behavior is stopped.
 - (3) Complete a [Discrimination/Harassment/Retaliation Report Control Form 80-553D](#) and forward it confidentially to PSB.

4. **INVESTIGATIVE PROCESS** - A complaint of discrimination, harassment, or retaliation may be reported directly to PSB or any other City staff as listed in AR 2.35.

- A. Once PSB is notified of a potential EEO/AR 2.35 violation, the PSB commander and the City EOD will determine whether EOD or EOD and PSB will conduct the investigation.
 - Factors to be considered include the affected/reporting employee's preference, the nature and complexity of the allegations, employee morale, and any potential conflicts of interest between the investigator and the employees involved in the case.
- B. Employees to be interviewed during the course of an investigation may meet with the investigator during the employees' regular working hours.
 - Requests for a meeting outside of an employee's regular working hours will be approved by the employee's supervisor or investigator, unless extenuating circumstances exist.
- C. The subject employee is entitled to representation consistent with the employee's Memorandum of Understanding/Agreement (MOU/MOA) during the investigation.
- D. Investigations will be completed within 180 days, absent extenuating circumstances.

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4. E. Report Determination and Close Out

- (1) EOD and the Police Chief will review the completed EEO investigation.
- (2) If an investigation is conducted by EOD only, PSB will be notified of the results of the investigation.
- (3) PSB will notify the affected/reporting employee and subject employee of the results of the investigation.
 - The notification dates will be recorded in IAPro.
- (4) The findings of EEO investigations will be classified as outlined in [Operations Order 2.2.00, Misconduct Investigations](#).

F. Discipline - See [Operations Order 2.1.00, Discipline Policy and Review Boards](#), for considerations regarding discipline.

- Appropriate disciplinary action will also be taken against any employee who knowingly files a **false complaint** of discrimination, harassment, or retaliation.

5. **EEO RECORDS MAINTENANCE AND RETENTION**

- A. PSB will be the central repository for all discrimination/harassment/retaliation investigations involving Department employees and will maintain the below records for filing and tracking in IAPro:
 - Any Department documents related to a complaint
 - Notice of the conclusion and “cause findings” (if applicable) provided by the City’s EOD/HR
 - Copy of any corrective action taken/discipline
- B. Investigations will be filed and maintained in the same manner as other Department investigations.

Last Organizational Review: